SATERN

System for Administration, Training, and Educational Resources for NASA

Individual Development Planning (IDP) Overview for Supervisors

March 2008

Course Objectives

At the end of this course, you will be able to:

- Understand your role in the IDP process
- Assist employees in developing IDPs
- Log in to SATERN and view employee IDPs
- Approve or reject an IDP
- Print IDPs

Course Agenda

Introduction

- Module 1: Overview
- Module 2: Prepare Phase Responsibilities
- Module 3: Finalize Phase Responsibilities
- Module 4: Manage Phase Responsibilities

Summary

IDP for Supervisors

Module 1: Overview

Individual Development Planning at NASA

NASA, as a high performing organization, encourages, supports, and invests in the development of its workforce.

Professional development is an <u>ongoing process</u> to ensure that employees stay current in their occupational fields and competencies, in order to meet the current and future workforce needs of the Agency.

Individual Development Planning at NASA

To capture all career development activities, the Agency <u>strongly recommends</u> the use of Individual Development Plans (IDP) and will recognize only the SATERN IDP as the official development planning document within NASA.

Standardized and consistent use of the SATERN IDP will provide a mechanism for identifying and tracking development activities, and serve as a vehicle to address employee needs and the needs of the organization.

Individual Development Planning in SATERN

In addition to current capabilities available in SATERN to manage NASA training activities, employees can now access the IDP tool to document career goals and development activities to reach each goal.

IDP in SATERN provides automated functionality for the supervisor such as:

- Electronic IDP approval process
- Online access to employee IDPs
- Tracking progress against development activities

As a supervisor, you can use SATERN to run IDP reports, search for development activities, and comment on IDPs.

Supervisors play an important role in the development of NASA employees.

Supervisor Responsibilities in the IDP Process

The Individual Development Planning process is comprised of
<u>four phases</u>: **Prepare**, **Create**, **Finalize**, and **Manage**.

The supervisor's role and amount of involvement varies by phase:

- **Phases 1& 2:** *Prepare and Create the IDP*
  - Work with employees to evaluate skill gaps and development needs
  - Help employees to identify training resources and developmental activities

- **Phase 3:** *Finalize the IDP*
  - Meet with employees to discuss draft IDPs
  - Provide feedback on the draft IDPs
  - Approve final IDPs

- **Phase 4:** *Manage the IDP*
  - Support employees' training and development
  - Check in with employees regarding progress on development activities

IDP Process Phases

1. Prepare
- *30 days prior to supervisor/employee meeting*
- Assess skill needs
- Formulate goals
- Identify development activities

2. Create
- Create draft IDP in SATERN

3. Finalize
- Review IDP
- Submit IDP
- Revise IDP
- Approve IDP
- *Within 30 days of supervisor/employee meeting*

4. Manage
- Follow up mid-year
- Track progress in SATERN
- Begin development activities